

Adopted: September 2001, Revised: \_\_\_\_\_**Class Title: Assistant Director/City Controller****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides city-wide financial management leadership and direction to departments. Provides operational oversight of various financial functions.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Provides financial leadership by providing oversight of annual audit/CAFR process and year-end closing/cut-off processes, monitoring investment strategy development, overseeing coordination between departments, monitoring fund balances, consulting with departments, and providing financial system stewardship.
2	S	Directs financial processes by approving various reports, maintaining the general ledger and charts of accounts, projecting cash flows, participating in annual budgetary process, reviewing financial reports and statements, review revenue and expenditure reports, approving payments and other financial documents and administering budgets.
3	S	Provides operational leadership by overseeing the financial accounting and reporting, payroll, accounts payable, data control and cash and investment management functions, participating in various projects and meetings, attending conferences and seminars, instructing classes, preparing personnel reviews and evaluations, serving as Director during absence and performing other duties as assigned.

Adopted: September 2001, Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years experience.
Certifications and Other Requirements	Certified Public Accountant
Reading	Work requires the ability to read various financial reports and materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analysis.
Writing	Work requires the ability to write various reports, documents, and correspondence.
Managerial	Managerial responsibilities include planning and implementing financial improvement initiatives, developing staff, and coordinating activities with other departments.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

Adopted: September 2001, Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing
Sitting	C	Computer, desk work, meetings, answering telephone
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	R	Paperwork
Carrying	R	Paperwork
Pushing/Pulling	R	Chair, desk drawers
Reaching	R	Across desk
Handling	R	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files
Twisting	R	Retrieving files
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, supervision of staff
Hearing	C	Staff, supervisor, clients, meetings, telephone
Talking	F	Staff, supervisor, clients, meetings, telephone
Foot Controls	N	
Other (specify)	N	

**Unclassified Service** (Positions in the unclassified service are not classified civil service positions, and are not within the jurisdiction of the Civil Service Commission (CSC). Any references herein to the Civil Service Commission (CSC) or to "classification" are solely to permit use of a standard form, and do not mean that any positions with this title are in the classified service.)

Adopted: September 2001, Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Fax machine, laser or inkjet printer, shredder, safe, computer, Standard Microsoft Windows and Office software, AFIN, DBRS, PeopleSoft, telephone

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)

**Unclassified Service** (Positions in the unclassified service are not classified civil service positions, and are not within the jurisdiction of the Civil Service Commission (CSC). Any references herein to the Civil Service Commission (CSC) or to "classification" are solely to permit use of a standard form, and do not mean that any positions with this title are in the classified service.)